

D D / S H E E T S T R Y

F I L E

Training

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT : Nominations for Midcareer Executive Development Course
No. 7 - 13 September - 22 October 1965

1. You will recall that the Deputy Director for Support was not pleased with the submissions made for Course No. 6 and requested early receipt of nominations for Course No. 7. He stated that the nominations would be reviewed by a Panel which would make its recommendations to him. The DD/S would then personally choose the nominees prior to their being sent to the Training Selection Board.
2. The Training Selection Board has asked for six copies of:
 - a. Biographic Profiles.
 - b. Copies of the two most recent Fitness Reports.
 - c. A statement that the candidate has completed an Agency Management Course or its equivalent.
 - d. A meaningful Career Plan with a statement indicating the intention of the Career Service to promote the individual eventually to grade GS-15 or higher.
3. General compliance has been achieved except with c. and d. above. It is understood that the few who have not taken any Management Training will do so as soon as possible. The promotion aspect is worded differently. This we understood after lengthy discussion with all concerned.
4. When the Panel you appoint makes its recommendations and Mr. Bannerman makes the Directorate's final selections of the nine principals and alternates desired, I will send the names and necessary papers to the Training Selection Board and to [] the DD/S representative on the Board.

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